

## Guidance in completing the Excursion Risk Management Plan Proforma

<p><b>Hazard Identification</b></p> <p>The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses.</p> <p><b>Travel</b> – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue</p> <p><b>Venue</b> – Consider aspects of the excursion venue that may present a hazard such as location near water, cliffs, crowds, slippery floors</p> <p><b>Excursion Program Activity</b> – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing</p> <p><b>Equipment</b> – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue</p> <p><b>Environment</b> – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals</p> <p><b>People</b> – Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities</p> <p><b>Accommodation</b> – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues</p> <p><b>Other</b> – Consider other hazards related to specific excursions.</p>	<p><b>Risk Assessment</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="5" style="text-align: center;">Risk Assessment Matrix</th> </tr> <tr> <th rowspan="2" style="text-align: center;">How serious could the injury be?</th> <th colspan="4" style="text-align: center;">How likely is it to be that serious?</th> </tr> <tr> <th style="text-align: center;">very likely</th> <th style="text-align: center;">likely</th> <th style="text-align: center;">unlikely</th> <th style="text-align: center;">very unlikely</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Death or permanent disability</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Long term illness or serious injury</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td style="text-align: center;">Medical attention and several days off</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">First aid needed</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> </tbody> </table> <p><b>Severity</b> – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.</p> <p><b>Likelihood</b> – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.</p> <p><b>Legend</b></p> <p><b>1 and 2</b> Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.</p> <p><b>3 and 4</b> Moderate risk; determine controls that are reasonably practicable to minimise the risk</p> <p><b>5 and 6</b> Low risk; manage by routine procedures.</p> <p><b>Elimination or Control Measures</b></p> <p><b>Hierarchy of Controls:</b> Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.</p> <p><b>Eliminate the hazard:</b> Remove the hazard. Change the activity or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.</p> <p><b>Substitute the hazard:</b> Replace the activity, material, or equipment with a less hazardous one e.g. choose an easier bushwalk.</p> <p><b>Isolate the hazard:</b> Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.</p> <p><b>Use engineering controls:</b> Consider hiring coaches with seatbelts and ensure these are worn if available</p> <p><b>Use administrative controls:</b> Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.</p> <p><b>Use personal protective equipment:</b> Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.</p>	Risk Assessment Matrix					How serious could the injury be?	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